

Governance Policy Review Schedule and Updates/Changes

Governance Policy:	Reviewed Date:	Next Review Due:
1. Governance Framework Part A	Dec 2019	August 2021
2. Part B: Governance policies - how we work as a board	Dec 2019	August 2021
3. Trustee Board Meetings – Under review	February 2021	December 2021
3a-Board meetings and board resolutions via electronic means	August 2019	December 2021
3b. Public Excluded Business	August 2020	December 2021
3c-The Strategic General Managers Report	August 2020	December 2021
4. Community Consultation	February 2021	February 2022
5. Conflict Resolution	February 2021	February 2022
6. Complaints Policy and Procedure	May 2020	May 2022
6a. Principles of natural justice	May 2021	May 2022
6b. Inappropriate Use of Social Media	May 2020	May 2022
7. Gifts and other sensitive expenditure	August 2020	December 2022
8. Board Succession Planning	August 2020	February 2022
9. Risk Governance Checklist	August 2021	August 2022
10. Strategic Decision-Making Checklist	December 2020	December 2022

Changes made to policies:

2. Dates were included.
- 3a: Bullet point 4 “Regular breaks are beneficial when meeting electronically” was added. Bullet point 5 was changed from “signed off by the chair” to “signed off by the Co-Presidents.”
- 3b. “Official Information Act 1982 (OIA)” was deleted after the words Privacy Act 1993. In the section, After the meeting: “or the Official Information Act 1982” was deleted after the words Privacy Act.
- 3c. “from General Manager.” Was removed from the end of the first paragraph.
4. No changes
5. No changes
6. No changes

- 6a. In the first paragraph, “and, at time, parents” was removed and replaced with “members and whānau.”
- 6b. No changes
7. Bullet points were inserted instead of numbers. In the Koha section, “a gift” was removed before “a token...”.
The following was added to the end of Communications Technology section – “For the year 2020 – 2021 an amount of \$50/month shall be payable to each trustee to cover phone/ICT costs. Additionally, other consumables (paper, ink etc) may be claimed for using the expenses claim procedure.”
8. No changes.
9. No changes to checklist template. The Board complete this checklist annually as part of our Internal review processes.
10. No changes.